



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20350

IN REPLY REFER TO:

SECNAVINST 11101.70A  
Pers-2242  
12 May 1972

**SECNAV INSTRUCTION 11101.70A**

**From:** Secretary of the Navy

**To:** All Ships and Stations

**Subj:** Homeowners Assistance Program

**Ref:** (a) DOD Instruction 4165.50 of 11 February 1972 (NOTAL)

**Encl:** (1) Entitlement and Benefits of the DOD Homeowners Assistance Program  
(2) List of Homeowners Assistance Program Offices

\*1. **Purpose.** The purpose of this instruction is to implement the provisions of reference (a).

2. **Cancellation.** SECNAV Instruction 11101.70 is superseded.

\*3. **Background.** Section 1013, Public Law 89-754, approved 3 November 1966, as amended, authorized the Secretary of Defense to provide financial assistance to eligible homeowners, military and civilian, serving or employed at military installations which were ordered closed, partially closed, or reduced in scope of operations. Installations covered are those announced for closure or partial closure after 1 November 1964, and those reduced in scope of operations on, or after 28 October 1969. It should be noted that not all base closures are covered by the program. Enclosure (1) provides detailed information. This program does not cover temporary employees serving under a time limitation, nonappropriated fund employees, or independent contractors and their employees.

a. The Department of the Army has been delegated the authority to establish detailed policies and procedures for the administration, management and execution of the program. To accomplish this, a Central Homeowners Assistance Program Office has been established, with the U.S. Army Engineer District Offices serving as field components thereof, responsible for the following:

(1) Determination that a specific installation meets the established requirements.

(2) Determinations as to the eligibility of each applicant.

(3) Determination and advice as to the most appropriate type of assistance to be provided each applicant.

(4) Determining amounts to be paid and making such payments, or when appropriate, authorizing and arranging for Federal acquisition of the applicant's property.

(5) Establishing an appeals procedure and adjudicating appeals from applicants previously determined to be ineligible for assistance as well as from those who are dissatisfied with action on their claims.

(6) Transfer acquired properties to the Federal Housing Administration for maintenance, management, and disposal. \*

b. The Department of the Navy is responsible for the following actions:

(1) Coordination at the Departmental level.

(2) Providing advice and assistance to all who inquire regarding benefits available through the program. Such information and assistance is to be provided to all who inquire whether or not presently employed by the Government and whether entitlement is based on service with the Department of the Navy or other Government agency.

(3) Assisting in the preparation of applications.

(4) Verification of employment of applicants.

(5) Referral of applications to the appropriate field office.

4. **Entitlement and Benefits.** The conditions of entitlement and benefits available through the program are outlined in enclosure (1).

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### 5. Responsibility and Procedure

a. The Assistant Secretary of the Navy (Installations and Logistics) will appoint a representative to work at headquarters level with the Central Office to ensure that the operation of the program is effective insofar as the Department of the Navy is concerned. The name of the representative will be submitted to the Central Office, annually, in January.

b. Activities ashore, having a full-time military or civilian personnel or industrial relations officer, will ensure that such officer, or other appropriate official, is designated to:

(1) Provide information on the program in response to all inquiries based on the content of enclosure (1). Such information will be provided to prospective applicants or other interested parties who may inquire. This will include explaining the purpose of the program, discussing eligibility requirements and benefits, providing copies of the DOD Fact Sheet (see sub par. 6a) and application forms, and referring applicants to legal assistance officers for answers to questions of a legal nature. Details of the program are outlined in enclosure (1).

(2) Advise applicants in filling out Parts I and II of the Application for Homeowners Assistance (DD Form 1607), and in determining what documents and other material would be acceptable as proof of homeownership and occupancy. The need for accuracy and answering all pertinent questions should be emphasized.

(a) Evidence of homeownership may include contract of sale or deed to the applicant, receipts for mortgage and tax payments, etc., as well as contract of sale or deed of conveyance from the applicant, record of foreclosure, etc., if the home has been disposed of.

(b) Evidence of occupancy of the home by the applicant may include receipted utility bills, appointment affidavit (Standard Form 61), official correspondence, or other Government forms showing the officially recognized residence address.

(c) Documents submitted in evidence of homeownership and occupancy should be notarized

or certified true copies which are complete, accurate, and legible. Certification by the applicant will be acceptable. Note that generally original copies should not be submitted because the Department of Defense cannot be responsible for the safekeeping or return of original documents.

(3) Upon receipt of a DD Form 1607 with Parts I and II completed, in triplicate, execute Part III of the form indicating the results of the review of the applicant's service or employment. Official military or civilian records will be the only acceptable source of proof of service or employment.

(a) **Civilian Service.** Verification of civilian service will be obtained from the National Personnel Records Center, St. Louis, from the former agency or activity, or from the Federal agency or activity where the individual is currently employed.

#### (b) Military Service

1. Verification of military service during the member's current tour of active service will be obtained from the individual's current duty station. The verification will be entered in Part III of the DD Form 1607, and the appropriate action, indicated in subparagraph (4) or (5) below, will be taken.

2. Applications based on active military service of retired members, members discharged or released from active duty, or prior active service periods or enlistments of members currently on active duty will, in the case of prior active service with the U.S. Navy, be forwarded to the Chief of Naval Personnel (Pers-E) and, in the case of prior active service with the U.S. Marine Corps, be forwarded to the Commandant of the Marine Corps (Code DG). These offices will execute Part III of the DD Form 1607 and take the appropriate action indicated in subparagraph (4) or (5) below. When the application is based on duty with the military services, the nearest installation of that Service should be contacted for advice of current Departmental procedures of that Service to provide such verification.

(4) When the review verifies that the applicant was serving or employed after 1 November 1964\*

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or in the case of reductions in scope of operations on, or after 28 October 1969, or meets prescribed exceptions to these dates, the reviewing official will forward the completed DD Form 1607 with all supporting documents, completed in triplicate, together with a return envelope addressed to the applicant, to the appropriate Field Office having jurisdiction for the purpose of this program over the base of installation where the applicant was serving or employed at the time of the closure announcement. A list of Field Offices, together with the areas they serve, is furnished in enclosure (2).

(5) If the review does not verify the applicant's statement of service or employment as prescribed in this subparagraph, the official conducting the review will enter a statement to that effect in Part III of the DD Form 1607 giving the details of any discrepancies. The form will then be returned to the applicant, who will be advised that he may forward his application, with a return envelope addressed to himself, to the appropriate Field Office for further review.

(6) At the time the appropriate action listed in subparagraph (4) or (5) above is taken, the applicant will be informed that all future inquiries regarding his application must be directed to the appropriate Field Office.

(7) Each activity maintaining an office to carry out the functions as outlined in this subparagraph will establish liaison with the nearest Field Office to obtain any further guidance or assistance desired. These activities will maintain a chronological record of each inquiry regarding the program with

appropriate notation as to disposition for submission of periodic reports as may be prescribed to the nearest Field Office.

c. Commanding officers of forces afloat and activities ashore which do not maintain Homeowners Assistance Offices in accordance with subparagraph 5b above will designate an officer or other appropriate official who will be prepared to discuss the program with each prospective applicant and to direct him to the nearest shore activity fulfilling the functions outlined in that subparagraph for a more detailed explanation of the eligibility requirements and initial processing of his application. Personnel may be referred to the nearest Homeowners Assistance Office by such activities, regardless of which Service or Defense Agency operates it.

#### 6. Fact Sheet and Application Forms

a. The fact sheet entitled Department of Defense Homeowners Assistance Program may be requisitioned from the Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA. 19120 using stock number 0506-130-4200.

b. The Application for Homeowners Assistance (DD Form 1607) may be requisitioned from the Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA. 19120, stock number 0102-016-6000. \*

FRANK SANDERS  
Under Secretary of the Navy

**Distribution:**  
**SNDL Parts 1 and 2**  
**Marine Corps Lists H and I**

**Stocked at:**  
**Naval Publications and Forms Center**  
**5801 Tabor Ave.**  
**Philadelphia, Pa. 19120**

Entitlement and Benefits  
of the  
Department of Defense  
Homeowners Assistance Program

Benefits may be available to an individual under the Department of Defense Homeowners Assistance Program IF he was a serviceman or Federal employee at a military installation which has been ordered to be closed in whole or in part, or its operation reduced in scope, and he owns or owned a home near that installation, and he will be or has been obliged to move away to obtain new work, was reassigned to another area, or is involuntarily unemployed.

\*

Conditions of Entitlement

a. The Installation. Not all closed installations are covered by the law. The close-down order must have been announced after 1 November 1964 and the reduction in scope of operations order on or after 28 October 1969.

\*

b. The Homeowner. There are several circumstances which may qualify an individual to benefits under the Homeowners Assistance Program.

(1) As a serviceman or Federal employee (other than a temporary employee serving under a time limitation), an individual may qualify if his Service assignment or employment terminated as a result of the closure or reduction, if he was, or is, transferred after the closure or reduction announcement and the position formerly occupied will be eventually terminated by the closure or reduction provided:

\*

(a) He was serving or employed at the installation when the closure or reduction was announced; or

\*

(b) Was transferred from the installation (or had employment ended as a result of a reduction-in-force) within 6 months prior to the announcement; or

\*

(c) Was transferred from the installation on an overseas tour, unaccompanied by dependents, within 15 months prior to the announcement.

\*

(2) At the time of the announcement, transfer, or job termination, he must have been the owner-occupant of the dwelling (or have left it after being ordered into on-post housing during the 6 months before the announcement).

(3) The individual must have:

(a) Relocated beyond a normal commuting distance from the dwelling for which assistance is sought; or

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(b) Be unemployed involuntarily and able to demonstrate such financial hardship that he is unable to meet mortgage payments and related expenses.

- \* c. The Dwelling. The residence must be a one or two-family dwelling which the individual both owned and occupied at the time of the announcement, transfer, or termination of employment. In general, a trailer or mobile home will not qualify because it can readily be removed from the basic property.
- \* d. The Local Real Estate Market. The law permits benefits if the property has decreased in value because of the announced closure or reduction so that it cannot be sold on "reasonable terms." Local market conditions will be determined by the Government.

#### Benefits Available

There are three ways an individual can be assisted. The decision regarding method is up to the individual. It should be noted that the individual cannot receive benefits and continue to own the home. Benefits available are:

- \* a. Cash Payment. If the individual has sold the dwelling, the amount to be paid cannot exceed the difference between 95 percent of the fair market value of the property before the announcement and the fair market value at the time of the sale (or the actual sales price - whichever is higher).   
Example: A house had a fair market value of \$15,000 before the announcement; 95 percent of that is \$14,250. If the house was sold for \$12,000 and the fair market value at the time of the sale was \$11,000, the Government would pay the individual \$2,250 - the difference between \$14,250 and the sales price of \$12,000. If the sales price was \$10,000, the individual would get \$3,250 - the difference between \$14,250 and the fair market value (\$11,000) at the time of the sale. If there is a federally insured or guaranteed mortgage on the property, a cash payment will not be made unless the mortgage debt is paid off before or at the time the Homeowners Assistance Program payment is made, or the mortgage is assumed by a purchaser satisfactory to the Federal agency backing up the mortgage.
- \* b. Selling to the Government. If the individual still owns the dwelling and chooses to sell it to the Government, the amount to be paid cannot be more than 90 percent of the fair market value of the property before the announcement, less the amount of outstanding mortgage balances, which the Government will take over. If the outstanding mortgage balances are greater than 90 percent of the prior fair market value, the Government will take over the property and mortgage liabilities, but will not provide the individual any cash payment. Under certain circumstances, the individual may be required to give evidence that he tried to sell the property to others before offering it to the Government.

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c. Foreclosure. If the lenders have foreclosed on the property, \*  
the individual may be reimbursed for amounts he paid out as a result of  
the foreclosure. This payback may include direct costs of the foreclosure  
and expenses and liabilities enforceable under the terms of the loan agree-  
ment for the house, or debts established against the individual by a Fed-  
eral agency. If these debts have not yet been paid, the Government may  
pay them off on behalf of the individual.

List of Homeowners Assistance Field Offices

<u>Location of Affected Installations</u>	<u>Send Application to:</u>
Alabama Florida Mississippi Tennessee South America and South Africa	U. S. Army Engineer District P. O. Box 2288 Mobile, Alabama 36601
Alaska	U. S. Army Engineer District P. O. Box 7002 Anchorage, Alaska 99501
California, South of and including San Luis Obispo, Kern and Inyo counties Arizona Nevada, Clark and Lincoln counties only	U. S. Army Engineer District P. O. Box 2711 Los Angeles, California 90053
California, North of and including Monterey, Kings, Tulare and Mono counties Nevada, except Clark and Lincoln counties Utah	U. S. Army Engineer District 650 Capitol Mall Sacramento, California 95814
Georgia North Carolina South Carolina	U. S. Army Engineer District P. O. Box 889 Savannah, Georgia 31402
Hawaii Asia and Australia area	U. S. Army Engineer Division Pacific Ocean Division Building 96 Fort Armstrong Honolulu, Hawaii 96813
Maryland Delaware District of Columbia Kentucky Ohio Pennsylvania Virginia West Virginia	U. S. Army Engineer District P. O. Box 1715 Baltimore, Maryland 21203

Enclosure (2)

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Locations of Affected Installations

Missouri  
Kansas

Nebraska  
Colorado  
Illinois  
Indiana  
Iowa  
Michigan  
Minnesota  
North Dakota  
South Dakota  
Wisconsin  
Wyoming

New Mexico  
Texas, West of and including  
Lipscomb, Hemphill, Wheeler,  
Collingsworth, Childress, Cottle,  
King, Stonewall, Fisher, Nolan,  
Coke, Tom Greene, Schleicher,  
Sutton, Crockett and Terrell  
counties

New York  
Connecticut  
Maine  
Massachusetts  
New Hampshire  
New Jersey  
Rhode Island  
Vermont  
Europe and North Africa area

Texas, East of and including  
Hardeman, Foard, Knox, Haskell,  
Jones, Taylor, Runnels, Concho,  
Menard, Kimble, Val Verde and  
Edwards counties  
Arkansas  
Louisiana  
Oklahoma

Washington  
Idaho  
Montana  
Oregon

Send Application to:

U. S. Army Engineer District  
700 Federal Office Building  
601 E. 12th Street  
Kansas City, Missouri 64106

U. S. Army Engineer District  
7410 USPO and Courthouse  
215 North 17th Street  
Omaha, Nebraska 68102

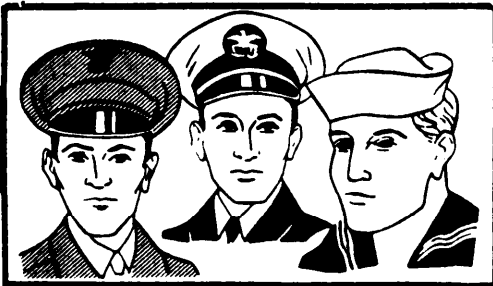
U. S. Army Engineer District  
P. O. Box 1580  
Albuquerque, New Mexico 87103

U. S. Army Engineer District  
26 Federal Plaza  
New York, New York 10007

U. S. Army Engineer District  
P. O. Box 17300  
Fort Worth, Texas 76102

U. S. Army Engineer District  
1519 Alaskan Way, South  
Seattle, Washington 98134





## For Your INFORMATION

### HOMEOWNERS ASSISTANCE PROGRAM

Do you own or have you owned a home near a military installation which has been ordered to be closed, partially closed, or reduced in scope of operations? If so, you may be entitled to financial assistance from the government if you have sold or plan to sell your home.

Briefly, the Homeowners Assistance Program provides financial help to eligible service member and federal employee homeowners who were serving or were employed at the installation when the closure or reduction was announced; or were transferred from the installation or had their employment ended as a result of a reduction-in-force within six months prior to the announcement; or were transferred from the installation on an overseas tour, unaccompanied by dependents, within 15 months prior to the announcement.

At the time of the announcement, transfer, or job termination you must have been the owner-occupant of the dwelling or have left it after being ordered to on base housing during the six months before the announcement.

See SECNAVINST 11101.70A for more details if you think you qualify for this important entitlement program.

SECNAVINST 11101.70A of 12 May 1972  
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